

# EZ Clear Enrollment Brochure

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# EZ Clear High-Speed Savings Bond/Note Redemption Program

Welcome to EZ Clear! EZ Clear is a division of the Federal Reserve Bank of Cleveland, Pittsburgh Branch. EZ Clear serves as the Central Processing Site for Savings Bond/Note redemption for the United States of America. Utilizing state-of-the-art-imaging technology, the EZ Clear Department processes bonds deposited by Financial Institutions through local Federal Reserve Branches across the United States. Financial institutions not currently enrolled in the EZ Clear Program may do so by reviewing the EZ Clear Enrollment Brochure and completing an EZ Clear Enrollment Form.

## Overview

The EZ Clear Program is designed to use the existing Federal Reserve Check collection System to process redeemed United States Savings Bonds and Saving Notes. This program is available to all financial institutions who are authorized Paying Agents for the Department of the U.S. Treasury.

Enrollment in the EZ Clear Program is only required of Paying Agents that submit Separately Sorted Savings Bond Cash Letters and are seeking redemption fee payments (commission) for such deposits. Once enrolled, the depositing financial institution is eligible to receive \$0.30 per bond commission. To determine if you should enroll in the EZ Clear Program, review the "[Depositing Savings Bonds](#)" page, and the "[Savings Bond Redemption Fee Payments](#)" page.

The Pittsburgh Branch of the Federal Reserve Bank of Cleveland is the designated Central Processing Site for redeemed savings bonds processed through EZ Clear. The EZ Clear program increases the speed and efficiency of the savings bonds redemption process. Financial institutions report substantial cost benefits from reduced exception handling, increased funds availability, and the expedited receipt of redemption fees.

Please read the entire brochure carefully to fully understand the guidelines needed to make the program efficient. An EZ Clear enrollment form should be completed and returned to the address indicated on the enrollment form two weeks prior to your anticipated start date.

## Eligible Savings Bonds

All current United States Savings Bonds that Paying Agents are authorized to redeem are eligible for the EZ Clear Program. This includes Series A, B, C, D, E, EE, and I savings bonds and savings notes. All of these series can be commingled in an EZ Clear deposit.

Series H/HH Bonds are NOT eligible for EZ Clear.

**PLEASE NOTE THAT ALL CURRENT TELLER PROCEDURES TO REDEEM SAVINGS BONDS WILL REMAIN UNCHANGED. THIS INCLUDES DETERMINING THE REDEMPTION AMOUNT, AFFIXING THE PAID STAMP, AND DOCUMENTING ANY RELATED INTEREST REPORTING.**

# Depositing Savings Bonds

There are two deposit methods available in the EZ Clear Program:

- A Mixed Cash Letter in which Savings Bonds can be commingled with other work types (i.e. commercial and government checks, non-cash items, etc.). The commingled Federal Reserve Check Mixed Cash Letter is then deposited at the local Federal Reserve Office for processing and crediting of the items. Financial institutions depositing Mixed Cash Letters are not eligible for Redemption Fee Commission because the local Federal Reserve Office separates the bonds from the mixed deposit before forwarding the bonds to the EZ Clear Central Processing Site.
- A Separately Sorted Cash Letter (EZ Clear Fine Sort Cash Letter) contains only eligible EZ Clear Savings Bonds. The EZ Clear Fine Sort Cash Letter is deposited at the local Federal Reserve Office. However, the deposit is only credited, NOT processed by the local Federal Reserve Office.

The local Federal Reserve Office will forward all EZ Clear Cash Letters to the EZ Clear Central Processing Site for verification of contents. Please ensure that EZ Clear Cash Letters do not contain any other work types (i.e. commercial and government checks, non-cash items, etc.). Cash Letters that contain items other than savings bonds will be considered a "Mixed Cash Letter" and will be sent back to the local Federal Reserve Office for processing.

When preparing savings bonds for deposit, the following guidelines should be used:

- All Bonds should be encoded with the Redeemed Amount, not Face Amount, directly on the bond or document carrier.
- Bonds that do not have an RT number need 000090007 encoded as the Routing Transit number directly on the bond or document carrier.
- Series A-E large style (8 1/2" x 7 3/4") paper Bonds should be folded and placed in a clear-front document carrier to allow the face of the bond containing the serial number and issue date to be visible. All encoding should be done on the document carrier.
- For all other savings bonds, i.e., E paper (4 1/4" x 7 3/4"), EE, and I card style bonds MICR encoding must be done directly on the bonds. Encoding strips and document carriers are reject repair options only. The use of correction tabs (labels) is strictly prohibited.

When preparing either type of Cash Letter for deposit, the following guidelines should be used:

- An adding machine tape or computer printout (called a Detail) listing all of the amounts in a bundle of work should be attached to each bundle of work.
- Cash Letter information should include: the financial institution's Routing/Transit Number, Date of Deposit, Total Items Deposited, Total Dollar Amount Deposited, and any Bundle Amounts listed that equal the Total Dollar Amount Deposited.

[Click here](#) for Depositor MICR Encoding Guidelines

	<b>Mixed Cash Letter</b> Bonds mixed with other items	<b>Separately Sorted Cash Letter</b> Bonds are the only items
Teller Requirements:	Same as current	Same as current
Encoding Required:*	Redeemed Amount & Routing/Transit number 000090007	Redeemed Amount only
Deposit Deadline:	Local Federal Reserve Office "Mixed" Check deposit deadline	Local Federal Reserve Office Check deposit deadline. If none, Noon M-F
Funds Availability:	Same day	Same day (immediate)
Processing Charge:	Local Federal Reserve Office "Mixed" POMO/Govt. per item gee	No processing charge

Redemption Commission:	Redemption commission will not be paid to "Mixed" depositors	Redemption commission will be paid to the R/T on the Cash Letter
Deposit Options:**	Directly to local Federal Reserve Office Check Dept., or through normal correspondent/respondent check arrangements	Directly to local Federal Reserve Office Check Dept., or through normal correspondent/respondent check arrangements
Adjustment Inquiries:	Directly to local Federal Reserve Office	Directly to EZ Clear Central Processing Site

\* Encoding in the Transaction Code (TC), the Account Number (A/N), and Auxiliary On-Us Fields are strictly prohibited. Additionally, encoding a Routing/Transit Number other than 000090007 is also prohibited.

\*\*Prior to depositing Savings Bonds with a correspondent, please verify that they are willing to accept these items. Also, please note that neither the Treasury nor the Central Processing Site will be responsible for forwarding redemption fees to institutions other than those depositing an EZ Clear Cash Letter directly to their local Federal Reserve Office. Therefore, please clarify with your correspondent if and how you will receive redemption commission from them.

## Savings Bonds Repair Options

To repair Savings Bonds, you may use one of the following options:

1. Place an Encoding Strip on the bottom of the bond and encode directly on the strip.
2. Place an encoding tab on the bottom of the bond and encode on the tab. Please **DO NOT** cover any part of the Bond Serial Number with the encoding tab.
3. Place the bond in an approved document carrier that is clear on both sides and encode directly on the carrier.

When using document carriers, please do not staple, tape, or use any other form of adhesive. If the document carrier has a pressure sensitive adhesive strip, please **DO NOT** remove the protective covering which exposes the adhesive. Removing the protective covering will cause the adhesive to tear or possibly mutilate the bond when the Central Processing Site removes the bond from the carrier after processing.

Approved document carriers should meet Federal Reserve Bank Return Item Guidelines.

[Click here](#) for Depositor MICR Encoding Guidelines

## Redemption Fee Payments

Redemption fee payments (commission) for cashing savings bonds are paid to separately sorted cash letter depositors only. Redemption fee payments will be made to the financial institution matching the routing/transit number on the EZ Clear cash letter. Fees are paid on a MONTHLY basis to each eligible financial institution (not each paying agent or branch office) as one payment for all bonds processed under one routing/transit number.

Redemption fee payment credits are sent via Automated Clearing House (ACH) using the information designated in Section 2 of the EZ Clear enrollment form. To properly receive a redemption fee payment, the ACH information must include a valid routing/transit number of an institution capable of processing ACH transactions and a Demand Deposit/Share Draft account number or General Ledger Account for automatic posting of the fees credit.

The redemption fee payment will be an ACH "demand credit" which uses a Prearranged Payment Deposit (PPD) format for Demand Deposit/Share Draft accounts and Cash Concentration Disbursement (CCD) for General Ledger accounts.

If the receiving ACH institution uses a 05 addendum record option when receiving ACH transactions, the month and number of bonds the commission payment reflects will be noted on an ACH activity report. The effective date of payment will be the last business day of each month for the previous month's activity (e.g. January's Redemption Fees are paid on the last business day of February).

Prior to receiving the first redemption fee payment, an ACH pre-notification letter will be sent to the contact listed on the EZ Clear Enrollment Form and a \$0.00 pre-notification entry will be functioned to the account number designated in Section 2 of the EZ Clear Enrollment Form. The contact should verify that the \$0.00 pre-notification entry was received.

Note: An ACH pre-notification letter is also sent when the ACH information on the EZ Clear enrollment form is updated. It is critical that valid ACH information is provided to the Central Processing Site to minimize the chance of delaying the crediting of redemption fee payments. Additionally, please provide a copy of the ACH pre-notification letter to your internal area or the internal area of your correspondent institution.

If there are any questions regarding ACH redemption fee payments, please contact the EZ Clear Central Processing Site using the toll-free number, 1-800-245-2804, between the hours of 7:30 AM and 4:30 PM, Eastern Standard Time. Choose option #4, Financial Institutions, and then #4 EZ Clear Representative.

## ACH Changes or Corrections

If your institution is currently receiving monthly redemption commission from EZ Clear, either through a Demand Deposit Account (DDA) or General Ledger Account (GL), and would like to change the way commission is posted, the following choices are available:

1. Pre-notification Letter - Changes can be written directly on a Pre-notification Letter and mailed to:

EZ Clear Adjustments  
Federal Reserve Bank - Pittsburgh  
P.O. Box 867  
Pittsburgh, PA 15230-0867

2. Letter of Correspondence - It should outline the current ACH information and the new ACH information. The letter should be mailed to the same address shown above.
3. ACH Notification of Change (NOC) - The NOC is an electronic correction for ACH changes and can be sent by your ACH area or ACH provider. A NOC can be sent using EZ Clear's Pre-notification or Redemption Commission payment entry. The following Correction Codes can be used:
  - C01 - Incorrect Account Number (DDA or GL account number)
  - C02 - Incorrect Routing Number (ACH routing number)
  - C03 - Incorrect Routing Number & Account Number
  - C05 - Incorrect Transaction Code (DDA or GL tran code)
  - C06 - Incorrect Account Number & Tran Code
  - C07 - Incorrect Routing Number, Account Number, & Tran Code

**NOTE: If your institution name needs changed, or any other information on file at FRB Pittsburgh (e.g. Address, contact, phone number, etc.), you should use a Pre-notification Letter or Letter of Correspondence. Any questions regarding this ACH service change can be directed to EZ Clear's toll-free number 1-800-245-2804. Choose option #4, Financial Institutions, and then #4 EZ Clear Representative.**

## Savings Bond Adjustments

All EZ Clear Adjustments (i.e. incorrect bond pricing, encoding, detail amounts, etc.) will be directed to the depositing institutions of the EZ Clear Cash Letter through normal Federal Reserve Bank Check Adjustment's channels. Reference information will be provided with each adjustment.

Inquiries concerning adjustments functioned by the Central Processing Site should be directed as follows:  
If a **Mixed Cash Letter** was used to deposit the Bonds, adjustment inquiries should be directed to the Check Adjustments Department of the Federal Reserve Office where the Cash Letter was deposited.

If a **Separately Sorted Cash Letter** was used to deposit the Bonds through EZ Clear, adjustment inquiries should be directed to the EZ Clear Central Processing Site Adjustments Department using the following address:

EZ Clear Adjustments  
Federal Reserve Bank - Pittsburgh  
P.O. Box 867  
Pittsburgh, PA 15230-0867

Inquiries regarding Adjustments or depositing errors greater than \$10,000 may be initiated using the EZ Clear Adjustments' toll free number, **1-800-245-2804**, between the hours of 7:30 A.M. and 4:30 P.M. Eastern Standard Time. Choose option #4, Financial Institutions, and then #4 EZ Clear Representative.

Incorrect Bond pricing adjusted by the Bureau of the Public Debt can occur within a time frame of four to six weeks from the date of the Cash Letter deposit. Inquiries should not be made prior to this time frame.

***Additionally, all Paying Agents are required to film or image their redeemed Bonds prior to depositing them to their local Federal Reserve Office.*** Bond Filming or Imaging will maximize the ability to use the Central Processing Site's reference information in the event of an error.

[Click here](#) for the Savings Bond Adjustment Request Form

## Fedline for the Web

If your institution has access to Fedline for the Web, the following will be available to expedite EZ Clear adjustments:

- Pricing Error Adjustment advices (incorrect pricing of a savings bond greater than \$25) can be received electronically and archived for 12 months.
- EZ Clear adjustment requests can be initiated electronically. Any supporting documentation for the adjustment request can be sent by using the Documents to Follow Archive or by mailing the documents to:

EZ Clear Adjustments  
Federal Reserve Bank - Pittsburgh  
P.O. Box 867  
Pittsburgh, PA 15230-0867

For further information on this service, please call EZ Clear Adjustments at 1-800-245-2804. Choose option #4, Financial Institutions, and then #4 EZ Clear Representative.

If your institution does not have Fedline for the Web and would like to sign up for this service, please contact Federal Reserve Bank of Minneapolis at 1-888-333-7010 or Federal Reserve Bank of Kansas City at 1-800-333-2690.

## Facsimiles (Photocopies)

Facsimiles are necessary for any savings bonds/notes that were:

- a. Lost or destroyed internally before being submitted into the EZ Clear System;
- b. Missing from a Cash Letter that has already been submitted into the EZ Clear System;
- c. Impounded by the Secret Service.

The facsimile(s), with required documentation, **must be supplied within one calendar year** from the date of charge by the Central Processing Site or local Federal Reserve Office. If this information cannot be supplied within one calendar year, a report must be filed directly with the Bureau of Public Debt using form PD F 2517, Application For Relief On Account Of The Loss, Theft, or Destruction Of Paid United States Savings Bonds/Notes.

### Submitting Facsimiles

To receive credit for a paid Savings bond/Note lost or destroyed, an agent must:

- Complete an Indemnification Statement for each security. The Indemnification Statement must be at the top of the page on standard size paper (8 1/2" X 11"). The Indemnification Statement must also identify the serial number, issue date, payment date, and payment amount of the security. The circumstances of the loss (e.g., lost internally, impounded by the Secret Service) must be stated, as well as the name and address of the institution. An authorized official representing the institution must sign the Indemnification Statement.
- Below the Indemnification Statement, make a facsimile (copy) of the front and back of the security. If you need more space, use the back of the Indemnification Statement page to complete the facsimile. Make sure the facsimile bears current bank endorsements.
- Make a copy of the signed Indemnification Statement and facsimile for your files.
- If the entire EZ Clear Cash Letter is missing, submit a copy of the Cash Letter and a copy of the EZ Clear Debit, if available.

**Mixed Depositors Cash Letter Depositors** must send all Indemnification Statements and facsimiles to their servicing Federal Reserve Check Processing Center.

**Separately Sorted Cash Letter Depositors** that receive a Debit Advice for the missing Savings Bonds/Notes may send these items directly to the Central Processing Site using the following address:

EZ Clear Adjustments  
Federal Reserve Bank - Pittsburgh  
P.O. Box 867  
Pittsburgh, PA 15230-0867

[Click here](#) for the EZ Clear Facsimile Indemnification Instructions

[Click here](#) for the PD F 2517 Application

## Facsimile Indemnification Statement Instructions

The Unique U.S. Savings bond indemnification (FORM 700-A) must be used. Please use one form for each bond. Always follow these guidelines when submitting facsimiles of U.S. Savings Bonds

1. Please submit a complete photocopy of both the front and the back of the bond.
2. The photocopy of the bond can not have been filmed in a check carrier that conceals the back of the bond and the endorsement of the owner.
3. A completed Indemnification Statement must accompany each photocopy.
4. If you are requesting credit for a lost paid bond cash letter, also called an EZ Clear Fine Sort Cash Letter, please submit a sampling of a few photocopies of the lost bonds. When we have determined if the samples are retired or still outstanding with the Department of the Treasury, we will contact your bank for the remainder of the facsimiles.

After completing this statement, please mail photocopies of the front and back of the lost U.S. Savings Bond(s) and a completed Indemnification Statement to:

EZ Clear Central Processing Site  
Federal Reserve Bank - Pittsburgh  
P.O. Box 867  
Pittsburgh, PA 15230-0867

[Click here](#) for a Facsimile Indemnification Statement Example

[Click here](#) for the Facsimile Indemnification Statement Form

If you have any questions, please give us a call at 1-800-245-2804. Choose option #4, Financial Institutions, and then #4 EZ Clear Representative.

# INDEMNIFICATION STATEMENT EXAMPLE

FORM 700-A

This is a facsimile of an original United States Savings Bond/Note containing the following data.

SERIAL NUMBER	ISSUE DATE (Month/Year)	PAYMENT DATE (Month/Year)	PAYMENT AMOUNT
C000000000EE	11/1991	05/2003	\$98.68

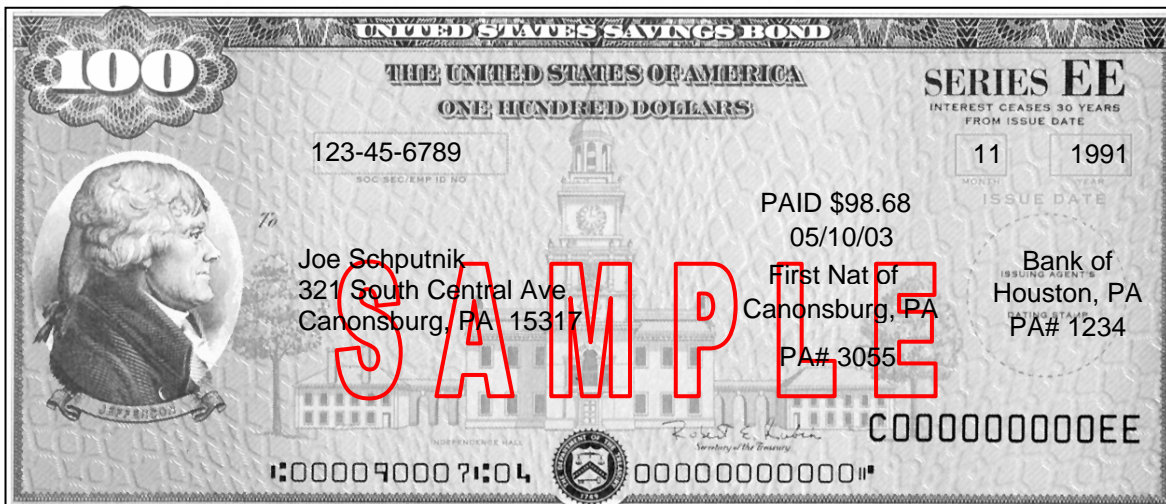
The bond/note has been endorsed by the undersigned and reported missing or destroyed while in the regular course of bank collection. The undersigned guarantees the validity of this facsimile and all prior or any missing endorsements and agrees to be bound by the regulations contained in Treasury Circular No. 750, current revision (31 CFR Part 321) for any loss sustained by the Treasury or an endorsing bank in honoring this facsimile.

Reason for Facsimile: Lost internally

Institution Name and Address: First Nat of Canonsburg, 213 Pike Street, Canonsburg, PA 15317

Routing and Transit # (ABA #) of Institution: 1234-5678-9

Authorized Signature:



TERMS AND CONDITIONS/PAYMENT INFORMATION: Department of the Treasury Circulars, Public Debt Series Nos. 1-80 and 3-80, contain the terms and conditions governing this bond. THIS BOND IS NOT TRANSFERABLE AND MAY NOT BE USED FOR COLLATERAL. It may be paid 6 months after its issue date, upon proper identification and request, by any financial institution qualified as a paying agent.

REQUEST FOR PAYMENT

Signature of Owner \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

SSN (if not on front of bond) \_\_\_\_\_

FOR PAYING OR CERTIFYING OFFICIAL

Documentary or Account Identification \_\_\_\_\_

Certifying Officer Signature & Date \_\_\_\_\_

Title of Officer \_\_\_\_\_

Official Seal or Stamp \_\_\_\_\_

## Enrollment

An EZ Clear Enrollment Form should be filled for each different ABA number that will be depositing a separate Savings Bond Cash Letter for your institution. Redemption Fees for each ABA number can be directed to the same account or different accounts, including a General Ledger Account.

The Address that you provide for your institution will be the mailing address for any deposit and bond pricing error adjustments. Please ensure the address will route the adjustments to the proper office/branch of your institution.

Please ensure the Contact Name is someone at your institution that can answer or direct to the appropriate area/department any EZ Clear Central Site questions regarding Deposits, Adjustments, or ACH payments.

You will need to provide your institution's Routing/Transit Number. This R/T Number needs to appear as the Depositing ABA number on your EZ Clear/Savings Bond Cash Letter Deposits to receive credit for the deposit.

You will need to provide ACH information for the monthly Redemption Fee (Commission) payments your institution will receive for processing the savings bonds through EZ Clear.

ACH information can be an Internal General Ledger or Demand Deposit/Share Draft Account at your institution or a Demand Deposit/Share Draft Account at a Correspondent Institution.

If you choose a Demand Deposit/Share Draft Account at a Correspondent Institution, you will need to provide the Routing/Transit Number of the Correspondent Institution.

Complete the Enrollment Data and print the Enrollment Form.

Sign the Enrollment Form, make a copy for your records and mail the original to:

EZ Clear Central Processing Site  
Federal Reserve Bank – Pittsburgh  
PO Box 867  
Pittsburgh, PA 15230-0867

[Click here](#) for the EZ Clear Enrollment Form

# EZ CLEAR SAVINGS BOND ADJUSTMENT REQUEST FORM

ABA: _____	Request Date: _____
Bank Name: _____	Request For: <input type="checkbox"/> Credit <input type="checkbox"/> Debit <input type="checkbox"/> Info
Street/PO Box: _____	Amount of Request: \$ _____
City: _____	State: _____ Zip: _____
Sender's Reference #: _____	Contact Name: _____
Phone Number: _____	Fax Number: _____

Please Check One of the Following:

<input type="checkbox"/> Enclosed Not Listed <small>(photo of bond must be included with request)</small>	<input type="checkbox"/> Indemnified Photocopy <small>(See Facsimile Instructions below)</small>
<input type="checkbox"/> Listed Not Enclosed <small>(photo of bond must be included with request)</small>	<input type="checkbox"/> Entry In Error <small>(copy of EZ Clear Entry must be included)</small>
<input type="checkbox"/> Encoding Error <small>(photo of bond must be included with request)</small>	<input type="checkbox"/> Duplicate Entry <small>(copy of both FRB statements must be included)</small>
<input type="checkbox"/> Listing Error <small>(photo of bond must be included with request)</small>	<input type="checkbox"/> Photo And Original Paid
<input type="checkbox"/> Not Our Item <small>(photo of bond must be included with request)</small>	<input type="checkbox"/> Copy Of Advice <small>(copy of FRB statement must be included)</small>
<input type="checkbox"/> Non-Cash Item <small>(photo of bond must be included with request)</small>	<input type="checkbox"/> Information Request <small>(copy of EZ Clear Entry must be included)</small>

**Facsimile Instructions:**

1. A complete photocopy of both the **Front** and the **Back** of the bond is necessary.
2. The bond can not have been filmed in a Check Carrier that conceals the back of the bond and the endorsement of the owner.
3. A COMPLETED INDEMNIFICATION STATEMENT (FORM 700-A) must accompany each photocopy.

**Research Information:**

Cash Letter Date: _____	Cash Letter Total : \$ _____
Tape Total: \$ _____	(Use the following for Encoding and Listing Errors)
Before Item: _____	Listed As: _____
After Item: _____	Should Be: _____

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please mail all Adjustment Requests to:**

**EZ Clear Adjustments**  
**Federal Reserve Bank - Pittsburgh**  
**P.O. Box 867**  
**Pittsburgh, PA 15230-0867**

**Phone: 1-800-245-2804**  
**Fax: 412-261-8562**

**INDEMNIFICATION STATEMENT****FORM 700-A**

This is a facsimile of an original United States Savings Bond/Note containing the following data.

SERIAL NUMBER	ISSUE DATE (Month/Year)	PAYMENT DATE (Month/Year)	PAYMENT AMOUNT

The bond/note has been endorsed by the undersigned and reported missing or destroyed while in the regular course of bank collection. The undersigned guarantees the validity of this facsimile and all prior or any missing endorsements and agrees to be bound by the regulations contained in Treasury Circular No. 750, current revision (31 CFR Part 321), for any loss sustained by the Treasury or an endorsing bank in honoring this facsimile.

Reason for Facsimile:

Institution Name and Address:

Routing and Transit # (ABA #) of Institution:

Authorized Signature:

For FRB or BPD use only:  
Customer Name

Customer No.

PD F 2517 E  
Department of the Treasury  
Bureau of the Public Debt  
(Revised December 2001)

**APPLICATION FOR RELIEF DUE TO THE LOSS, THEFT  
OR DESTRUCTION OF PAID UNITED STATES SAVINGS BONDS/NOTES**

Read the instructions on page 2 before completing this form.

**TYPE OR PRINT ALL INFORMATION**

The undersigned hereby affirms that the following-described paid United States Savings Bonds/Notes have disappeared as stated and that the information given is true so far as is known and ascertainable.

**(A) Description of bonds:**

<b>Serial Number</b> (With denominational prefix and letter suffix)	<b>Issue Date</b> (Month and Year)	<b>Amount Paid</b>	<b>Date Paid</b> (Month, day and year)	<b>Registration</b> (Social security number, names, including middle names or initials and connecting words, exactly as inscribed on the bonds)

**(B)** Were the bonds presented for Redemption? ☐ Yes ☐ No

Were the bonds stamped "Paid"? ☐ Yes ☐ No

**(C)** State the reason(s) a film record of the bonds is not available:

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**(D)** Following is a statement of the circumstances surrounding the disappearance of and search for the bonds:

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- (E) The undersigned petitions the Department of the Treasury for relief and agrees that, if the bonds should come into its possession, they will be surrendered to the Department, through the Pittsburgh Branch, Federal Reserve Bank of Cleveland, Attn: EZ Clear Adjustments, as the property of the United States. (Submit Retirement Plan and/or Individual Retirement Bonds to the address shown at the bottom of this page.) Further, the undersigned understands and agrees that relief granted pursuant to this claim is based on evidence presently available and does not constitute relief under 31 USC 3126.

Agent Code: \_\_\_\_\_

\_\_\_\_\_  
(Name of Paying Agent)

\_\_\_\_\_  
(Number and Street or Rural Route)

Date: \_\_\_\_\_

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(ZIP Code)

By: \_\_\_\_\_

\_\_\_\_\_  
(Signature and Title of an Authorized Officer)

### INSTRUCTIONS TO PAYING AGENTS

**"BONDS" AS REFERRED TO BELOW INCLUDES SAVINGS NOTES WHEN APPROPRIATE.**

- ITEM (A)** A complete description of the bonds must be furnished. If more space is needed, use a separate sheet of paper, identify it as "Item A", and reference the attachment in Item A of the application. State "not available" in second and fifth columns if information required by those columns is not available.
- ITEM (B)** If the bonds were not stamped PAID, ask the Federal Reserve Bank for instructions regarding (1) an additional agreement by the paying agent and (2) affidavits or certified statements from the bond owners. If such documents are required, they must be attached to the application.
- ITEM (C)** Provide a statement why film records of the bonds are not available.
- ITEM (D)** Please give a brief but complete account of the known circumstances surrounding the disappearance of the bonds and the search made to find them, including a search of the office equipment used in processing the bonds. Employees known to have handled the bonds must be questioned and the results of such questioning shown. Specify whether or not the bonds were handled in accordance with prescribed procedure. If more space is needed, use a separate sheet of paper, identify it as "Item D", and make reference to the attachment in Item D of the application.
- ITEM (E)** The application must be signed by an authorized officer having authority to bind the financial institution, such as a president, vice president, or cashier. If an authorized officer, as referred to herein, is not available at a branch, the application for relief must be submitted through the main office of the financial institution so that an authorized officer may sign as required.

**When the form is completed and duly signed, forward the original and all necessary attachments to:**

**Bureau of the Public Debt  
Office of Investor Services  
Accrual Services Division  
Parkersburg, WV 26106-1328**

# EZ CLEAR ENROLLMENT FORM

DATE

REVISED FORM ☐ YES ☐ NO

## SECTION 1 GENERAL INFORMATION

A. Name of Financial Institution \_\_\_\_\_  
Bank Name

B. Address of Financial Institution \_\_\_\_\_  
Street Address

\_\_\_\_\_ -  
City State Zip

C. Routing/Transit Number of Financial Institution ☐ ☐ ☐ ☐ - ☐ ☐ ☐ ☐ - ☐ ☐

D. Contact Name & Telephone Number \_\_\_\_\_  
Name  
( ) -  
Telephone Number Extension

E. Date you will begin processing \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## SECTION 2 ACH INFORMATION FOR REDEMPTION FEE PAYMENTS (COMMISSION)

A. Please check ONE box below and complete the information pertaining to that box.

Redemption fees due should be credited to the following  
Internal Account Number at our institution \*

☐ General Ledger \_\_\_\_\_  
Internal Account Number

☐ Demand Deposit/Share Draft \_\_\_\_\_  
Internal Account Number

\* If you do not provide an Internal Account Number,  
an account number of 9999-9999-9999 will be used

☐ Redemption fees due should be credited to a Demand  
Deposit/Share Draft Account Number at the following  
correspondent institution

\_\_\_\_\_ Name of Correspondent Institution

☐ ☐ ☐ ☐ - ☐ ☐ ☐ ☐ - ☐ ☐  
Routing/Transit Number of Correspondent Institution

\_\_\_\_\_ Your Account Number at Correspondent Institution

## SECTION 3 AUTHORIZATION

The undersigned depository institution agrees to abide by the terms and conditions set forth in Regulation I, the current Operating Letters or Circulars of its local Federal Reserve Bank, and Treasury Regulation 31 CFR Part 321, and any amendments and changes to the Regulations and Letters/Circulars which may be made hereafter. We also authorize you to credit the above specified account number for our redemption fees, and to make other appropriate adjustments related to redemption fees resulting from our participation in the EZ CLEAR Program.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Name and Title

Sign this original, keep a copy for your files, then mail the signed original to:

EZ Clear Central Processing Site  
Federal Reserve Bank - Pittsburgh  
P.O. Box 867  
Pittsburgh, PA 15230-0867

Rev 03/03

## EZ CLEAR DEPOSITOR MICR ENCODING GUIDELINES

- ❖ **All MICR encoding should be done directly on the bonds.**
- ❖ Series A-E large style (8" x 7") paper bonds should be folded and placed in a clear front document carrier to allow the face of the bond that contains the serial number, issue date, and paid stamp to be visible. All MICR encoding should be done on the document carrier.
- ❖ **ENCODING STRIPS AND DOCUMENT CARRIERS SHOULD ONLY BE USED AS "REJECT/REPAIR OPITIONS".** *The only exception to this guideline is the handling of "old style" large paper bonds (8" x 7"), which need to be routinely folded and placed in document carriers.*
- ❖ Do not encode on a document carrier or encoding strip without first trying to encode on the bond itself.
- ❖ When using pressure sensitive document carriers, the adhesive strip should **NEVER** be removed. Bonds should not be taped, stapled or otherwise attached to the carrier.
- ❖ **The use of encoding tabs is acceptable as long as the serial number is not covered.**
- ❖ MICR encoding in the transaction code (TC), the account number (A/N), and auxiliary on-us fields is strictly prohibited. Additionally, encoding a routing/transit number other than 000090007 is prohibited.
- ❖ All bonds should be MICR encoded with the redeemed amount, not face amount, directly on the bond in the amount field.
- ❖ Bonds deposited in a mixed cash letter need 000090007 MICR encoded as the routing transit number directly on the bond, in addition to the redeemed amount.
- ❖ Cash letter information should include: the financial institution's name, routing/transit number, date of deposit, total items deposited, total dollar amount deposited, and all bundle amounts listed that equal the total dollar amount deposited.
- ❖ The maximum number of bonds permitted in any EZ Clear fine sort cash letter is 3,500 items. Depositors may submit multiple EZ Clear fine sort cash letters on any given business day, provided each cash letter does not exceed 3,500 items. The item limit does not pertain to mixed cash letters.
- ❖ Each bundle of work must be separated and a detail listing of each item must be attached. The maximum number of items per bundle is limited to 300.
- ❖ The payment stamp must be located on the front of the bond in the unused space to the left of the issue date, **without stamping over any information on the bond.**

For more information, please contact:  
EZ Clear Production Area  
(412) 261-7711